



JOB DESCRIPTION

Title:	Sixth Form Academic & Wellbeing Lead
Grade and Salary:	LCC Grade 8 Point 15-18
Contract:	19.5 hpw x 39 weeks per year (term-time + INSET days)
Responsible To:	Director of Sixth Form
Job Purpose:	To lead and support students' academic progress and achievement, alongside supporting the wellbeing of all students in the Sixth Form.

To achieve this, you will be responsible for:

Academic

- Working with the Sixth Form team to lead and support students' independent study when students are not in lessons, ensuring that there is a scholarly focus.
- Working with the Director of Sixth Form and students to monitor and track the progress and achievement of all students in our Sixth Form.
- Working with Directors to ensure effective interventions are in place for underperforming students;
- Evaluating all intervention to measure effectiveness.
- Initiating and responding to communications with parents/carers ensuring that they are fully informed and involved in the progress of their children.

Wellbeing & Pastoral Care

- Supporting the pastoral care and wellbeing of our students, in partnership with the Sixth Form team
- To manage and review behaviour and attitude to learning with all students

Attendance

- To work with the attendance officer to monitor student attendance and punctuality
- To lead interventions for students where attendance is a barrier to learning

Tutor Provision

- To support the planning and implementation of the tutor programme
- To lead assemblies for students in the Sixth Form.

Parental communication

- To initiate and respond to communication with parents and carers ensuring that they are kept fully informed and involved in the pastoral care of their children
- To respond to parental communication in a timely and professional manner

Enrichment

- To support the Sixth Form and students with the implementation of enrichment activities for students.

General Duties and Responsibilities

- To promote the vision of Iveshead School
- Support effective safeguarding of all young people throughout the school
- To take part in personal professional development activities
- Adhere to School policies and procedures e.g. Equality and Diversity; Health & Safety
- To work flexibly and respond to School needs as requested by members of Senior Leadership Team or the designated representative

PERSON SPECIFICATION

Academic & Wellbeing Lead (Sixth Form)

The Person Specification lists the qualities that we are looking for in a successful candidate. We will be using evidence from your letter of application, application form and interview to enable us to make a judgement of these qualities.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - GCSE Grade c (or equivalent) or above in English and Maths - Good standard of numeracy / literacy and IT skills 	<ul style="list-style-type: none"> - further study - First Aid trained
Knowledge	<ul style="list-style-type: none"> - knowledge of school based systems - experience of supporting young people 	
Experience	<ul style="list-style-type: none"> - experience working in an School environment 	<ul style="list-style-type: none"> - experience using Go4School / CPOMS / Bromcom
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others - 	<ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults - 	
Management	<ul style="list-style-type: none"> - ability to plan and prioritise own work within established routines, referring only complex issues to Manager 	
Personal Skills	<ul style="list-style-type: none"> - good personal organisation - self motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school